



Garboldisham Cricket Club – Missing Children Policy

Garboldisham Cricket Club (The Club) have created this policy with regard of a child going missing when in their care. This is something we hope we never have to use due to having well qualified and trained coaches in place with the correct ratio and a system in place for signing in and out to ensure that children have gone with the correct safe adult.

However should this happen. The following procedures are in place:

Step	Description of action
1	If the child has a mobile phone and the number is know, try calling them.
2	Search the area in which the child has gone missing including changing rooms, toilets, and all other areas of the club and grounds. Ensure other children in your care are supervised appropriately while a search for the missing child is conducted.
3	A nominated adult should remain at the site of the last acitivity or the last know point of the missing child in case the child returns. A detailed description of the child should be made (height, eye colour, hair colour, build and clothing) details of the events before the child went missing and where and when they were last seen.

4	If the child cannot be found after a through search of the immediate surroundings, contact the child's parents/carers to advise them of the concern and reassure them that everything is being done to locate their child.
5	Organise all available responsible adults and allocate them by further areas to be searched. Send searchers to any club exit or anywhere a child could exit the grounds to ensure the child has not left the premises and gone to any potential danger spots such as the main road ect, Set a time for all searchers to report back either on the phone or in person.
6	If the child cannot be found after the extended search contact the parents/carers again to inform them you will now report to the police.
7	After contacting the parents/carers report the missing child to the police. Ensure this is no more than 20 minutes after the child's disappearance is noted even if the search is not complete. This should included the information collected from point 3.
8	Await the Police's further instructions.

When the child is found

Step	Description of actions
1	Ensure that you inform all involved in the search including the parents/carers, searchers and police (if they've been informed) when the child is located
2	Make sure the child (and anyone else affected) are OK and provide additional support if needed.
3	Log the incident and review with the Club Safeguarding Officer to mitigate any risk of recurrence.

